

Family Resource Agency of North Georgia  
Head Start/Early Head Start Program

**Severe Weather Emergency Plan**

When severe weather is anticipated in our service area, staff will be tuned to the local radio station. As severe weather becomes apparent, the following procedures will be followed.

**Procedure**

**Person Responsible**

All staff are to be warned of the situation.	Center Manager/Person in Charge
Children are moved from the classroom into the hallway or appropriate building.	Teaching Staff
Report # 2315 and # 1520 will be taken in order to assure all children are accounted for and emergency numbers are readily available.	Teaching Staff
Other staff and volunteers in the center will move to the hallway or appropriate building to assist with children.	All Staff/Volunteers
Children should have practiced this drill monthly and will be reminded to sit quietly and cover their heads. Children should be comforted and kept as calm as possible.	All Staff/Volunteers
Children and staff are to remain in the hallway until the "ALL CLEAR" signal is given.	Center Manager/Person in Charge

**Should damage occur to the building:**

The building should be inspected prior to allowing anyone to leave the hallway/appropriate building.	Center Manager/Person in Charge
Check for injuries to children, volunteers, and staff. Report any injuries to Center Manager.	Teaching Staff
If damage to building does not require evacuation-instruct teaching staff of safest placement of children.	Center Manager/Person in Charge
Move children to designated area.	Teaching Staff
Provide first aide to injured persons, if necessary call 911, notify 911 of any special medications, procedures, or allergies. (Over)→	All Staff

Contact parent's of children who are injured.

Center Manager/FSS/Person in Charge

**If building has significant damage:**

If building is not safe for occupants, instruct staff of safest exit route to take children to nearest designated shelter, as assigned by local management authority.	Center Manager/FSS
Evacuate children as quickly as possible (as practiced monthly)	All Staff
Recheck the entire building and assure all children, volunteers, and staff are accounted for.	All Staff
If child is missing report to Center Manager immediately and begin the search.	Teaching staff
Complete first aide and calm the children.	All Staff
Contact 911, if phone or cell phone is working and notify them of the evacuation shelter. **If the phone is not working send a staff member to the nearest phone.	Center Manager
When children and staff are settled, contact parents and Administrative office. _____	Center Manager
Complete Incident Report and forward to office as soon as possible.	Center Manager
Fax incident report to appropriate licensing agency within 24 hours.	Director